

COTS Security Workgroup Charter **Draft v4.1**

GENERAL INFORMATION

In past years, COTS chartered a workgroup on Privacy, Security and Accessibility (PSA) and another workgroup on Digital Signatures. Both of these workgroups maintained websites that documented products, which were subsequently presented to and approved by COTS. The PSA website is <http://state.vipnet.org/cts/> and the Digital Signature website is <http://www.cots.state.va.us/dsi/index.htm>. Since September, 2002, The Security workgroup will assume the work responsibilities of both of these workgroups. In addition, a new charter is also meant to respond to the Secretary of Technology's (SOT) Virginia Strategic Technology Plan.

Workgroup Name: Security Date Established: September 24, 2002
Modification Date: n/a

WORKGROUP MISSION

The Mission of the Council of Technology Services (COTS) Security Workgroup is to assist in the design of a Statewide Information Technology Security (SITS) program and the identification of resources to support the SITS program. SITS is intended to achieve a consistent level of security throughout the Commonwealth, protect the Commonwealth's IT assets, ensure a high level of IT security skills among the Commonwealth's IT professionals, communicate IT security alerts and best practices, help agencies respond to and recover from IT critical incidents, and promote coordination, cooperation and information sharing with the Virginia Office of Commonwealth Preparedness and other entities committed to ensuring the security of the Commonwealth. The Security Workgroup will work collaboratively with security experts in the Commonwealth, including those in state agencies and higher education, and will partner with the Virginia Alliance for Secure Computing and Networking. The Alliance is comprised of security experts at GMU, JMU, UVA., and VT, and has involvement and support from the Commonwealth Information Security Center headquartered at JMU and GMU/JMU's Critical Infrastructure Protection Project. The Workgroup would act as Advisory Council to these entities, exchanging information, advice and recommendations.

A strategic security policy framework, the Security Enterprise Architecture and its companion, COV ITRM Standard SEC2001-01.1, identify categories of security activity to be addressed by the Workgroup. The Virginia Strategic Technology Plan, Initiative 2, Agency Project 2 identifies a mission and specific tasks which require completion. These documents provide the strategic direction of the Security Workgroup. The next

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set of activities are short term and long term objectives that lead to consistent, statewide IT Security, protection of IT Assets, high-level IT Security skills among Virginia's IT professionals, communication of IT Security alerts and Best Practices, response and recovery from IT critical incidents, collaboration among stakeholders and an efficient and effective response to evolving Security technology

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WORKGROUP OBJECTIVES AND DELIVERABLES

Short-Term Objectives and Deliverables

- To assist in the identification of the responsibilities of the Statewide Information Security Office of the Technology Secretariat, the authority for SITS program administration.
- To bring together the security experts in state agencies, higher education, and the Virginia Office of Commonwealth Preparedness to design the SITS program and to identify resources to support the program. Higher education experts will include, but not be limited to, those from the Virginia Alliance for Secure Computing and Networking, which includes representatives from GMU, JMU, UVa., and V.Tech as well as from the Commonwealth Information Security Center headquartered at JMU and GMU's/JMU's Critical Infrastructure Protection Project.
- To assist in the identification of requirements of a database of security characteristics of state agencies in the Executive branch. The database will be an extension of the Due Diligence database already in existence. It will address the thirteen categories of Security identified in the Security Enterprise Architecture and it's companion, COV ITRM Standard SEC2001-01.1, provide an integrated information source for Virginia IT Security entities and provide information which measure cost savings by a statewide security program. It will also provide a methodology to identify critical technology infrastructure and the manner in which it will be protected, incident and disaster response and recovery to assure business continuity and a method for formal internal and independent audit activity. Note that we may want to develop this database of security information separate from the due diligence database so that the security information can be kept exempt from FOIA requirements and allow the due diligence database to remain accessible to a wider customer base.

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Long-Term Objectives and Deliverables

- To assist with the continued refinement of a Statewide Information Security program in cooperation with IT Security entities in Virginia, colleges and universities and the Virginia Office of Commonwealth Preparedness.
- Identification of marketing and incentives for a Statewide Information Security Program with recommendations for implementation.
- Promote coordination, cooperation and information sharing with the Virginia Office of Commonwealth Preparedness and state colleges and universities

- Advice and assistance related to continued identification of new and expanded resources to support the SITS program of the Statewide Information Security Office of the Technology Secretariat.
- Recommendations for practical, efficient and effective implementation of evolving Security technology.

WORKGROUP ORGANIZATION

The Security Workgroup is co-chaired by Ernie Steidle and Harry Sutton, CIOs of the Disability Services Agencies and the Department of Social Services, respectively. It will be staffed by Eric Perkins at the Department of Technology Planning (DTP). Paul Lubic of the DTP will represent the Statewide Information Security Office and the Virginia Office of Commonwealth Preparedness. We will invite representatives of the Department of State Internal Audit (DSIA) and the Auditor of Public Accounts (APA) for audit issues. We will invite representatives of DIT for operations and legislative issues. We will invite representatives of JMU, GMU for their statewide security programs. We will invite a representative of state colleges and universities without statewide security programs. We will invite Chuck Tyger of the DTP for assistance with the Due Diligence database. Finally, we will solicit COTS members for their assistance in representing state agencies, stakeholders and other COTS Workgroups. Each member is expected to be active in meeting Workgroup objectives and be willing to volunteer technical assistance and technical staffing as needed.

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WORKGROUP MISSION

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A strategic security policy framework, the Security Enterprise Architecture and its companion, COV ITRM Standard SEC2001-01.1, identifies categories of security activity to be addressed by the Workgroup. The Virginia Strategic Technology Plan, Initiative 2, Agency Project 2 identifies a mission and specific tasks which require completion. These documents provide the strategic direction of the Security Workgroup. The next set of activities are short term and long term objectives that lead to consistent, statewide IT Security, protection of IT Assets, high-level IT Security skills among Virginia's IT professionals, communication of IT Security alerts and Best Practices, response and recovery from IT critical incidents, collaboration among stakeholders and an efficient and effective response to evolving Security technology

WORKGROUP OBJECTIVES AND DELIVERABLES**Short-Term Objectives and Deliverables**

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To assist in the identification of identify the responsibilities of state agencies in the Executive branch in collaboration with other IT Security entities in Virginia and Virginia Office of Commonwealth Preparedness.

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Long-Term Objectives and Deliverables

To assist with the Continued refinement of a Statewide Information Security program in cooperation with IT Security entities in Virginia, colleges and universities and the Virginia Office of Commonwealth Preparedness.

Identification of marketing and incentives for a Statewide Information Security Program with recommendations for implementation.

Promote coordination, cooperation and information sharing with the Virginia Office of Commonwealth Preparedness and state colleges and universities

Advice and assistance related to continued implementation of Virginia IT Security entities.

Recommendations for practical, efficient and effective implementation of evolving Security technology.

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WORKGROUP ORGANIZATION

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